

Position vacancy:

Visa Assistant, NAHA

Announcement #07-055

The U.S. Consulate General Naha is seeking a **U.S. Citizen** for the position of Visa Assistant.

OPEN TO: All Interested Candidates - U.S. Citizens Only

POSITION: **Visa Assistant**

* FSN-1415-7, ** FP-7 (Full Performance Level - Position #A31025)

* FSN-1415-6, ** FP-8 (Trainee Level - Position #A31027)

OPENING DATE: March 9, 2007

CLOSING DATE: March 23, 2007

WORK HOURS: Full Time 40 hours/week

SALARY: * Ordinarily Resident FSN-7 ¥6,650,137 p.a.

(Full Performance Level - Starting salary)

* Ordinarily Resident FSN-6 ¥5,487,739 p.a. (Trainee Level - Starting salary)

** Not-Ordinarily Resident FP-7

(Full Performance Level - Starting salary)

** Not-Ordinarily Resident FP-8 (Trainee Level - Starting salary)

(Position Grade: FP-7 is confirmed by Washington)

LENGTH OF HIRE: If a non-AEFM is selected, the term of this position will be 2 years, at which time the position will be re-advertised.

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All OR applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens & U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy. Please send by post, courier, e-mail, or fax. All applications received by the closing date will be accepted.
6. Applicant must be able to obtain required security clearance.

BASIC FUNCTION OF POSITION:

Prescreens and processes from start to finish Non-Immigrant Visas (NIV) and Immigrant Visa (IV) applications and lost "Green Card" and transportation letter cases. Responds to visa enquiries from American, Japanese and Third Country National customers. Participates in outreach efforts at local military bases on the whole range of consular issues.

As consular cashier, performs cash, credit and money order transactions and keeps cash advance.

Performs several backup and assistance roles. As backup consular systems administrator, helps install consular software on consular computers. Maintains and troubleshoots consular computers and electronic consular equipment. As backup Consul General Administrative Assistant, sets Consul General's schedule, receives and confirms appointments, manages consulate driver and performs administrative support for Pol/Mil Officers as needed.

QUALIFICATIONS REQUIRED: All applicants must submit specific and comprehensive information supporting each selection criterion detailed below. Please see our website for more details:

<http://japan.usembassy.gov>.

--- AT FULL PERFORMANCE LEVEL --- (Position number # A31025)

1. Education: Minimum two years of college study required.
2. Prior Work Experience: One year of consular experience, preferably in the visa section, to include work with consular and Windows software. One year of experience in customer service to include cash register experience.
3. Language Proficiency: Level 4/4 English required.
4. Knowledge: Thorough understanding of immigrant and non-immigrant visa regulations, including FAM regulations and U.S. immigration laws, and visa processing. General understanding of cashier operations and notarial services. Basic understanding of computer systems operations.
5. Skills and Abilities: Must have excellent interpersonal skills and ability to work under continuous pressure. Must be able to use computers with standard Windows software and be able to quickly learn and master new software programs.

--- AT TRAINEE LEVEL --- (Position number # A31027)

1. Education: Minimum two years of college study required.
2. Prior Work Experience: None required.
3. Language Proficiency: Level 4/4 English required.
4. Knowledge: Basic understanding of immigrant and non-immigrant visa regulations and visa processing.
5. Skills and Abilities: Must have excellent interpersonal skills and ability to work under continuous pressure. Must be able to use computers with standard Windows software.

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.
3. The candidate must be able to obtain and hold a Secret security clearance.

TO APPLY: Interested applicants must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *or*
2. A current resume or curriculum vitae that provides the same information as OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214.
4. Ordinarily resident applicants, who are not citizens of Japan, must submit a copy of residency permit (visa). The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation (e.g., test scores, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Keiko Sasakura
1-10-5, Akasaka, Minato-ku; Tokyo 107-8420
FAX: 03-3224-5818

Applications may also be sent to tokyorecruitment@state.gov. Please note that the United States Government cannot guarantee the integrity, security, or privacy of information transmitted.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required work and/or residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and Uniformed Service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
4. EFM: Family Members at least 18 listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
5. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

CLOSING DATE FOR THIS POSITION: March 23, 2006

An Equal Opportunity Employer